



## COUNTY OF NYE

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### **CLASS TITLE: CODE COMPLIANCE/ENFORCEMENT OFFICER**

#### **BASIC FUNCTION:**

Under the direction of the Manager of Building Safety & Code Compliance, performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations; and performs other work as assigned.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Periodically patrols or inspects assigned areas to monitor for violations of local codes; responds to complaints of potential code violations and related matters.
2. Conducts field investigations of potential violations; gathers evidence; questions witnesses and alleged violators; compares facts to code requirements; makes findings; issues warnings, correction notices or citations and other duties as assigned.
3. Meets and confers with owners, tenants, contractors, developers, businesses, etc., to review and explain code requirements and violations or potential violations; secures code compliance.
4. Drafts and distributes a variety of correspondence, memoranda, notices and reports relating to code enforcement issues and actions; maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.
5. Provides information to persons who request information or assistance in code enforcement-related matters.
6. Coordinates efforts with the sheriff, planning, building and related departments, the prosecuting attorney and other staff or agencies, as needed; works with Sheriff and District Attorney's staff to obtain written or tape-recorded statements, depositions or admissions, as needed.
7. Reviews cases being prepared for trials with emphasis on the evidentiary and legal issues crucial to successful prosecution; prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court; assists in obtaining, enhancing, preparing or presenting exhibits or other evidence in court as required.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Any combination of training, education and experience that would provide the required knowledge and abilities related to building and other construction codes, zoning and other

land use codes.

**LICENSES:**

Valid Nevada driver's license and maintain a satisfactory driving record.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Not applicable.

**CONTACTS:**

Supervisor, co-workers, other department personnel, outside agencies, surveyors, developers, and the general public.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal Office Environment. Outdoor work is required in the inspection of various sites that occasionally requires sitting, climbing, balancing, stooping, kneeling, crouching or crawling.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal Office Environment.